

EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:			Elizabeth		Denham		DATE OF CLAIM: DD/MM/YY		19/01/18		CLAIM REFERENCE:		Denh19-01-18	
DATE & TIME (FOR SUBSISTENCE CLAIMS)			REASON FOR TRIP		DESCRIPTION OF EXPENSE		CATEGORY		120 - LEADERSHIP TEAM		AMOUNT CLAIMED		overwrite this cell with currency if "other" selected below	
RECEIPT DATE/ TRIP START	TRIP END	TOTAL TRIP HRS							WHY YOU TRAVELED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS										
08/01/18			n/a	Meetings in London	Meal in London	UK Subsistence & meals 26001	1	N/A	1	10.14	NO PROJECT - 0000	120-26001-0000		
09/01/18			n/a	Meetings in London	Breakfast in London	UK Subsistence & meals 26001	2	N/A	1	16.82	NO PROJECT - 0000	120-26001-0000		
10/01/18			n/a	Meetings in London	Breakfast in London	UK Subsistence & meals 26001	3	N/A	1	16.82	NO PROJECT - 0000	120-26001-0000		
10/01/18			n/a	Meetings in London	Taxi in London	UK Travel & Accommodation 26001	4	N/A	1	16.80	NO PROJECT - 0000	120-26001-0000		
10/01/18			n/a	Meetings in London	Lunch in London	UK Subsistence & meals 26001	5	N/A	1	6.79	NO PROJECT - 0000	120-26001-0000		
16/01/18			n/a	Meeting with [REDACTED]	Lunch at Cibo, Wilmslow	Hosting and working lunches 26050	6	N/A	1	30.50	NO PROJECT - 0000	120-26050-0000		
Enter any notes relating to this claim here														

Claimant declaration:		Elizabeth Denham		TOTAL EXPENSES INCURRED		97.87	
				CASH ADVANCE RECEIVED			
				TOTAL CLAIMED/(REPAYED TO FINANCE)		97.87	
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.							

Heather Dove		Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.		NO ERRORS		n/a n/a n/a	
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- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE RATES LISTED DUE TO THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:		James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY		29/01/18		CLAIM REFERENCE:		Dipp29-01-18			
				COST CENTRE (TEAM NUMBER / NAME):			SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below			
DATE & TIME (FOR SUBSISTENCE CLAIMS)			REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	FINANCE USE		
RECEIPT DATE/ TRIP START	TRIP END	TOTAL TRIP											
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS		UK £	USE DROP DOWN LIST	CODE	
17/01/18	17:45:00	18/01/18	18:00:00	24.25	BILDPA Meeting, Manchester	Incidental Overnight expense	UK overnight incidental allowance 26001	N/A	N/A	N/A	5.00	NO PROJECT - 0000	SEL-26001-0000
26/01/18	10:15:00	26/01/18	16:40:00	6.42	Claims Management Regulation Board, Stafford	Private car - mileage [REDACTED] to Stafford rtn)	Car miles - 45p standard rate 26001	N/A	106	0	47.70	NO PROJECT - 0000	SEL-26001-0000
Enter any notes relating to this claim here													

Enter any notes relating to this claim here

Claimant declaration:

James Dipple-Johnstone

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

TOTAL EXPENSES INCURRED **527**

CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

ERRORS n/a
SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM
n/a